



# General Permit to Limit Potential to Emit from Major Stationary Sources of Air Pollution

## Annual Compliance Certification Instructions

*Use these instructions to complete the General Permit to Limit Potential to Emit from Major Stationary Sources of Air Pollution Annual Compliance Certification (DEP-AIR-CC-001). If you have any questions, you may contact the Bureau of Air Management - Compliance Analysis and Coordination Unit (CACU) at (860) 424-3702.*

### Introduction

Under the General Permit to Limit Potential to Emit from Major Stationary Sources of Air Pollution (GPLPE), a permittee is required by Section 4(c)(1) to submit a Compliance Certification which certifies compliance with the terms and conditions contained in the permit.

These instructions are meant to provide guidance while completing the GPLPE Compliance Certification. **Please note:** The GPLPE Annual Compliance Certification is partially filled out for your convenience.

**All** registrants with a premises registered under the GPLPE must submit this Annual Compliance Certification.

**Compliance Certification Submittal Deadlines and Address**— The first annual compliance certification shall cover the period from date of issuance of the GPLPE permit through December 31 of that same year and will be due January 30 of the following calendar year. Thereafter, all GPLPE annual compliance certifications will be due January 30 covering the preceding calendar year. When complete, please send one copy each with original signatures to the following addresses:

**Compliance Analysis and Coordination Unit  
Bureau of Air Management  
CTDEP  
79 Elm Street  
Hartford, CT 06106-5127**

### Part I—Facility Information

1. **Premises Name**—Indicate the name of the premises.

**Mailing Address**—Indicate the mailing address, city, state and zip code for the premises.

**Business Phone and Fax number**—Indicate the phone number, extension and fax number of the contact person identified below.

**Contact Person and Title**—Indicate the name and title of the contact person who is responsible for environmental reporting.

**Contact E-mail**—Indicate the e-mail address of the contact person identified above.

2. **Premises Address**—Indicate the site address, city, state and zip code for the premises only if different from the mailing address.
3. **GPLPE Registration Number**—Indicate the GPLPE registration number found on the Approval of Registration.
4. **Compliance Certification Period**—Indicate the start date and end date of the period for which compliance is being certified.
5. **Did the monitoring system function in accordance with the permit?** —Check Yes or No for this question. A monitoring system is the means by which a permittee can determine compliance or non-compliance with a permit term or condition. A monitoring system can range from a Continuous Emission Monitoring (CEM)

system to simple record keeping. Record keeping is the monitoring system that most GPLPE permittees will use to maintain and determine compliance with the GPLPE.

6. **Was the facility in compliance with all permit terms and conditions during the compliance certification period?** —Check Yes or No, as applicable, for the premises as a whole. (You will be required to certify compliance with each term or condition of the permit in the body of the certification).

## Part II—Certification

An authorized representative, in accordance with Section 22a-174-33(b) of the Regulations of Connecticut State Agencies (RCSA), of the premises for which this report is being submitted must sign this section

## Part III—Status of Compliance with Permit Terms and Conditions

RCSA § 22a-174-33(q) requires that certification be made with respect to each permit term or condition in the subject permit. The permittee is required to indicate compliance or noncompliance with each permit term or condition.

**Permit Term or Condition**—This column is filled out for your convenience. Each permit term or condition for the GPLPE Annual Compliance Certification is identified with the condition number where applicable.

**Requirement Type**— This column is filled out for your convenience. The following are explanations of the abbreviations for requirement types that may be listed for each permit condition:

- **"EL"** for a permit requirement that requires the source to comply with or emit below a certain emission limit. (e.g. concentration or amount of pollutant emitted over time must be less than a certain number)
- **"RK"** for a permit requirement to perform record keeping. (e.g. keep records of

materials or summary calculations of emissions)

- **"RPT"** for a permit requirement to submit a report. (e.g. submit a report to the DEP)

**Method(s)/ Means Used to Determine Compliance**—For the requirement type "EL", indicate the method by which the premises has been monitored to determine compliance currently or from the date of the last compliance certification. The acceptable methods used to determine compliance are continuous emissions monitoring (CEM), stack test, calculations using manufacturer's emissions test data, calculations using material balance, or calculations using AP-42 emission factors.

For all other requirement types it is assumed that the permittee will be performing a record review to determine compliance with the permit term or condition during the certification period.

**Compliance Status**—Indicate "C" if the source has been in compliance with the permit term or condition during the certification period. Indicate "NC" if the source was not in compliance with the permit term or condition at any time during the certification period. Indicate "UC" if the compliance status is unknown.

An example of "unknown" compliance might be one in which a permittee fails to keep records of material usage. As a result, the permittee is unable to calculate actual emissions. If these calculations could not be performed as required by the permit, the permittee would indicate "unknown" compliance here. Note that, in this example, the corresponding compliance status related to the requirement to keep the records (Section 4(b)(1) of the permit) would need to indicate non-compliance ("NC").

**Compliance Frequency**—Indicate whether compliance during the certification period was continuous or intermittent. Use a "CC" for continuous compliance or use an "IC" for intermittent compliance.